



Minutes of IQAC Meeting held on 05.01.2026

Venue: Board Room

Participants:

1. Dr. K.R. Venkatesan, Principal and Chairman-IQAC
2. Mr. S. Hariharan, Assistant Professor and IQAC Coordinator
3. Dr. S. Sivakumar, Associate Professor, Dept. of Biochemistry
4. Dr. B. Ramesh, Professor and Head, Dept. of Biotechnology and Dean, Academics
5. Dr. N. Rangarajan, Associate Professor and Head, Dept. of Biochemistry
6. Mr. R. Krishnamurthy, Assistant Professor and Head, Dept. of Computer Science
7. Dr. G. Suresh, Assistant Professor and Head, Dept. of Microbiology
8. Mr. M. Venkatesan, Assistant Professor and Head, Dept. of Commerce
9. Dr. K. Naveen Kumar, Assistant Professor, Dept. of English & COE
10. Dr. J. Radhakrishnan, Assistant Professor and Head, Dept. of Tamil
11. Dr. R. Veerasivaji, Assistant Professor and Head, Dept. of Mathematics
12. Dr. R. K. Balachandar, Assistant Professor and Head, Dept. of Physics
13. Dr. A. Vikraman, Assistant Professor, Dept. of Business Administration
14. Mr. M. Soundarrajan, Librarian (In charge)
15. Mr. M. Ganapathy, NSS Programme Officer
16. Mr. M. Seshagiri, Administrative Officer
17. Mr. S. Vijayaragavan, Accountant

Agenda of the Meeting:

- To discuss on the feedback received from the stakeholders in the odd semester for the academic year 2025-26 and to deliberate on the action to be taken based on the feedback received.
- To schedule and fix the dates for the Academic Audit meeting with all the Departments to assess their academic progress in the odd semester of the academic year 2025-26.

- To discuss on the ERP software being built indigenously in the Institution and implemented across Departments, digitizing various activities of the Institution, which is due to be released in the even semester of the academic year.
- To discuss the phased collection of Course files related documents digitally in the even semester.
- To discuss quality assurance strategies to be adopted to enhance the overall quality of the institution.

Proceedings of the Meeting:

- The welcome address was delivered by Mr. S. Hariharan, IQAC-Coordinator.
- The coordinator brought up the discussion on feedback on curriculum received from various stakeholders for the odd semester of the academic year 2025-26.
- The members discussed on the feedback received on the curriculum from the stakeholders, such as students, parents and teachers. The appropriate actions that are to be taken in response to the feedback were also discussed and finalised.
- The Principal informed the members that the Academic Audit meeting is to take place from 21.01.26 for assessing the academic progress made by the Departments in the Odd semester for the academic year 2025-26. The detailed schedule of the Academic Audit committee meeting for various Departments were listed as follows:

Date	Departments	Time
21.02.26	Mathematics	12.00 pm to 1.30 pm
22.01.26	Physics	12.00 pm to 1.30 pm
27.01.26	Biochemistry, Microbiology	12.00 pm to 1.30 pm
28.01.26	Biotechnology, CS	12.00 pm to 1.30 pm
29.01.26	Commerce, Business Administration	12.00 pm to 1.30 pm
30.01.26	English, Tamil, Sanskrit	12.00 pm to 1.30 pm

- The Principal informed the members about the indigenously created ERP software which is being built inside the campus for automating and digitizing various transactions and activities of the Institution, and is to be rolled out in a phased manner at the earliest.
- The coordinator suggested that the Course file be collected in regular phases as a soft copy during the course of the semester: During the start of the semester, the course syllabus, lesson plan can be submitted, CIA question papers and CIA marks can be submitted in the

middle of the semester, and at the end of the semester all the required records can be submitted.

- The Principal insisted on improving the research publications of teachers in all the Departments of the College and asked the HoDs to motivate the staff members to involve themselves more in books and chapter publications. The Principal also stressed that teachers should publish their research articles in quality journals such as Scopus, Web of Science.
- The principal and IQAC Chairman reiterated to undertake quality-related activities such as organizing workshops, FDPs, and conferences in all the departments of the College.
- The meeting concluded with the vote of thanks being delivered by Dr. R. Veerasivaji, Head & Assistant Professor, Department of Mathematics.

Signature:

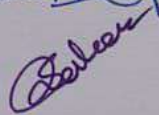


1. Dr. K.R. Venkatesan -

2. Mr. S. Hariharan -



3. Dr. S. Sivakumar -



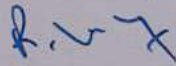
4. Dr. B. Ramesh -



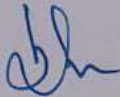
5. Dr. N. Rangarajan -



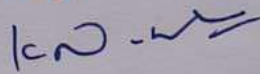
6. Mr. R. Krishnamurthy -



7. Dr. G. Suresh -



8. Dr. K. Naveen Kumar -



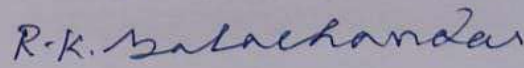
9. Dr. J. Radhakrishnan -



10. Dr. R. Veerasivaji -



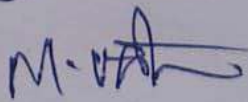
11. Dr. R. K. Balachandar -

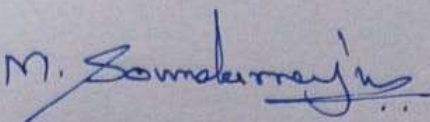
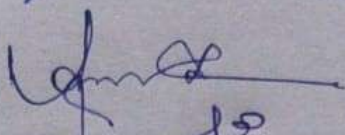
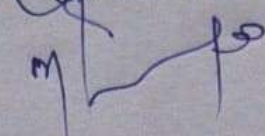


12. Dr. A. Vikraman -



13. Mr. M. Venkatesan -



14. Mr. M. Soundarrajan. - 
15. Mr. M. Ganapathy - 
16. Mr. M. Seshagiri - 
17. Mr. S. Vijayaragavan - 